

Miami Dade County Voter Information Guide



A MESSAGE FROM THE SUPERVISOR OF ELECTIONS

Dear Miami-Dade County Voter,

Thank you for your interest in being a part of the electoral process!

The Miami-Dade County Elections Department's mission is to ensure elections are free, fair, accurate, convenient and accessible to all voters throughout Miami-Dade County. We value the participation of our voters, and encourage you to learn all you can about the democratic process.

We designed this information guide to provide you with all the information necessary to help you become more familiar with the elections process. This guide contains information on how you can register to vote, become a poll worker, the 3 ways to vote and much more.

Should you need additional information on any of our services, please contact our office at 305-499-VOTE. Thank you again for your interest. Be informed. Be informed. Be Election Ready!

Sincerely,
Penelope Townsley
Supervisor of Elections

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Section 1 **VOTER'S BILL OF RIGHTS**

Florida Statute 101.031 states that each registered voter in Miami-Dade County has the right to:

- Vote and have his or her vote accurately counted.
- Cast a vote if he or she is in line at the official closing of the polls in that State.
- Ask for and receive assistance in voting.
- Receive up to two replacement ballots if he or she makes a mistake prior to the ballot being cast.
- Receive an explanation if his or her registration or identity is in question and if so, be entitled to cast a provisional ballot.
- Receive instructions to use when voting, and upon request, oral instructions for voting from elections officers.
- Vote free from coercion or intimidation by elections officers or any other person.
- Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

Section 2

VOTER'S RESPONSIBILITIES

Florida Statute 101.031 states that each registered voter in Miami-Dade County should:

- Familiarize him or herself with the candidates and issues.
- Maintain current address with the Office of the Supervisor of Elections.
- Know the location of his or her polling place and its hours of operation.
- Bring proper identification to the polling place.
- Familiarize himself or herself with the operation of the voting equipment in his or her precinct.
- Treat precinct workers with courtesy.
- Respect the privacy of other voters.
- Report any problems or violations of the election laws to the Supervisor of Elections.
- Ask questions, if needed.
- Make sure that his or her completed ballot is correct before leaving the polling place.

Failure to perform any of these responsibilities does not prohibit a voter from voting

Section 3

VOTER REGISTRATION GUIDELINES

Who can register to vote?

- Qualified minors may pre-register to vote at age 16.
- You must be a citizen of the United States.
- You must reside in Miami-Dade County. There is no length of time you must live here before registering to vote.

Who cannot register to vote?

- Anyone who does not meet the above requirements.
- Anyone who has been adjudicated mentally incapacitated with respect to voting, and has not had his/her right to vote restored.
- Anyone convicted of a felony who has not had his/her civil rights restored.

When can you register to vote?

The registration deadline for every election is 29 days prior to Election Day. Registering to vote is a right available to all persons who meet the state requirements. In Miami-Dade County there are many official agencies where you can register in person or get a voter registration form:

- Elections Department
- Florida Drivers License Bureau
- Miami-Dade County Public Libraries
- County Government Offices
- State public assistance agencies
- Armed Forces recruiting offices

Mail Registrations

Each applicant who registers by mail and who has never previously voted in the State of Florida and who the department has verified has not been issued a current and valid Florida driver's license, Florida identification card, or social security number shall be required to provide a copy of a current and valid identification. The following forms of identification shall be considered current and valid if they contain the name and photograph of the applicant and have not expired: 1. United States passport. 2. Debit or credit card. 3. Military identification. 4. Student identification. 5. Retirement center identification. 6. Neighborhood association identification. 7. Public assistance identification. **.DO NOT submit ORIGINAL documents.** You may obtain online the Florida Voter Registration Application by going to www.miamidade.gov/elections . State law requires voter registrations to contain an original signature. You can print out the form and fill in your information, sign it, then send the original signed form to:

Supervisor of Elections
P.O. Box 521550
Miami, Florida 33152

If you need more information regarding the closest agency, or to obtain a form by mail, please contact 3-1-1 or the Elections Department any weekday between 8:00 a.m. and 5:00 p.m., at 305-499-VOTE.

PLEASE NOTE: When you register to vote, a residence address is required by Florida Statute 97.053. If you provide a mailing address, P.O. Box, or business address, the application will not be accepted, and can cause your registration to be declined and/or not processed in time for an election. P.O. Box and other business addresses can be accepted as a mailing address only, but not as a residential address.

Florida Voter Registration Application		Información en español: Si desea llenar a la, click a el supervisor de elecciones de su condado si le interesa obtener este formulario en español.	
Part 1 - Instructions (DS-DE 800, R18-2-040, F.A.C. (ch. 119M12))			
<p>To Register in Florida, you must be:</p> <ul style="list-style-type: none"> A U.S. citizen; A Florida resident; and At least 18 years old (you may also pre-register if you are 16 or 17 years old, but you cannot vote until you are 18). <p>If you have ever been convicted of a felony, or if a court has ever found you to be mentally incompetent, ask your right to vote. Your right to vote must be restored before you can register.</p> <p>If you do not meet any one of these requirements, you are not eligible to register.</p> <p>Where to Register: You can register to vote in person or by mailing or hand-delivering your application to any supervisor of elections office, any other state agency that issues driver licenses, any state registration agency (for example, any public assistance office, associated with health, child serving services with disabilities, public library, or Armed Forces recruitment office) or the Division of Elections. If mailing application, use vote@fldoe.org.</p> <p>Deadline to Register: The deadline to register to vote is 30 days before an upcoming election. You can update your registration record at any time, but to change your poll site for a primary election, you must make the change by the registration deadline. For a new application, you will be contacted if your application is incomplete, denied as a duplicate or existing registration, or if you receive a voter information card, then return you are registered to vote.</p>		<p>Identification (ID) Requirements: If you are a new applicant, since and federal law require you to provide a number and valid Florida driver's license number, FL ID, or Florida Identification Card number (FL ID). If you have not been issued a FL ID or FL ID, you must then provide the last four digits of your Social Security Number (SSN). If you have not been issued any of these ID numbers, check "None" on the application. If you do not provide any number or do not check "None," your registration may be denied. See § 9001, FWA and section 97.050(8), Fla. Stat.</p> <p>Special ID requirements: If you are registering by mail, have never voted in Florida, and have never been issued one of the ID numbers above, you must include with your application, at a later time before the deadline, one of the following:</p> <ul style="list-style-type: none"> A duly attested ID that shows your name and photo (such as a U.S. passport, credit card, military ID, Student ID, retirement card, ID card) but not social ID, or a public assistance ID, or A copy of an ID that shows your name and current residence address (such as a check, utility bill, bank statement, government check, paycheck, or other government document). <p>You do not need to provide the special ID to register if you are 65 or older, have a competency or physical disability, are a member of the uniformed services of merchant marine who is absent from the county for active duty, or a family member (spouse or immediate family) living outside the U.S. but otherwise eligible to vote in Florida. If you vote at the polls, you will still need to show a photo/signature ID as is required of all voters.</p>	
<p>Political Party Affiliation: Florida is a closed primary election state. That means registered voters affiliated with a political party can only vote for that party's candidates in a election race on a primary election ballot. However, regardless of the political party with which you registered, you can still vote in any election on any race, any non-partisan race or any race where the candidates will face no opposition in the general election.</p> <p>Indicate the political party with which you wish to be registered. If you leave the political party affiliation field blank, you will be registered without any party affiliation. For a list of political parties registered in Florida, go to the Division of elections' website under the heading for the Voters at http://elections.com.state.fl.us</p> <p>Race/Ethnicity: You are not required to list your race or ethnicity. However, if you choose to do so, please choose only one race/ethnicity.</p> <p>Public Record Notice: This application becomes a public record when filed. However, the following information is not available to the public and is used only for voter registration purposes: your FL DL, FL ID, and SSN, where you registered to vote, and whether you declined to register or update your voter registration record when asked by a voter registration agency. Your signature can be viewed as a public record. (Section 97.050(8), Fla. Stat.)</p> <p>Criminal Offense: It is a 3rd degree felony to submit false information. Penalties include fines up to \$5,000 or/and up to 5 years of prison.</p> <p>Questions: For more information, contact your local supervisor of elections http://www.elections.state.fl.us/DOES/supervisor_elections.html or visit to the Division of Elections' website at http://elections.com.state.fl.us</p>		<p>All shaded lettered boxes are required for a new registration.</p>	
Florida Voter Registration Application		The download printable online form is available at: http://elections.com.state.fl.us/voterregistration.pdf	
Part 2 - Form (DS-DE V13, R19-2-040, F.A.C. (ch. 119M12))			
<p>This is: <input type="checkbox"/> New Registration <input type="checkbox"/> Record Update/Change (e.g., Address, Party Affiliation, Name, Signature) <input type="checkbox"/> Request to Replace Voter Information Card</p>			
<p>A Are you a citizen of the United States of America? <input type="checkbox"/> YES <input type="checkbox"/> NO OFFICIAL USE ONLY</p>			
<p>B <input type="checkbox"/> I affirm that I am not a convicted felon, or if I am, my right to vote has been restored.</p>			
<p>C <input type="checkbox"/> I affirm that I have not been adjudicated mentally incapacitated with respect to voting or, if I have, my right to vote has been restored.</p>			
<p>D Date of Birth (Enter in format MM/DD/YYYY) FVRS No:</p>			
<p>E Florida Driver's License (FL DL) or Florida Identification (FL ID) Card Number If no FL DL or FL ID, then provide Last 4 digits of Social Security Number <input type="checkbox"/> I have NONE of these numbers.</p>			
<p>F Last Name First Name Middle Name or Initial Name Suffix (Mr., Dr., U.I., etc.)</p>			
<p>G Address Where You Live (aka residence not P.O. Box) City County Zip Code</p>			
<p>H Mailing Address (if different from above address) City State or Country Zip Code</p>			
<p>I Address Where You Were Last Registered to Vote City State Zip Code</p>			
<p>J Former Name (if name is changed) Gender State or Country of Birth Telephone No. (optional)</p>			
<p>Party Affiliation (Check only one. If left blank, you will be registered without party affiliation)</p> <p><input type="checkbox"/> Florida Democratic Party</p> <p><input type="checkbox"/> Republican Party of Florida</p> <p><input type="checkbox"/> No party affiliation</p> <p><input type="checkbox"/> Minor political party (print name):</p>		<p>Race/Ethnicity (Check only one)</p> <p><input type="checkbox"/> American Indian/Alaskan Native</p> <p><input type="checkbox"/> Asian/Pacific Islander</p> <p><input type="checkbox"/> Black, not of Hispanic Origin</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> White, not of Hispanic Origin</p> <p><input type="checkbox"/> Other:</p> <p><input type="checkbox"/> Multi-racial</p>	
<p>Active Uniformed Services, Merchant Marine, or Overseas U.S. Citizen (Check only one if applicable)</p> <p><input type="checkbox"/> Active duty uniformed services/merchant marine</p> <p><input type="checkbox"/> Family member of active duty uniformed services or merchant marine member</p> <p><input type="checkbox"/> U.S. Citizen Residing Outside U.S.</p>		<p><input type="checkbox"/> I will need assistance with voting.</p> <p><input type="checkbox"/> I am Interested In becoming a poll worker.</p>	
<p>H I do solemnly swear (or affirm) that I will perform and defend the Constitution of the United States and the Constitution of the State of Florida, that I am entitled to register as an elector under the Constitution and laws of the State of Florida, and that all information provided in this application is true.</p>		<p>SIGN/ MARK HERE Date</p>	

A completed voter registration application MUST include:

- Box A.** A mark in the box affirming you are a citizen of the United States of America.
- Box B.** A mark in the box affirming that you have not been convicted of a felony, or if convicted you have had your civil rights restored.
- Box C.** A mark in the box affirming that you have not been adjudicated mentally incapacitated with respect to voting, or if so adjudicated, you have had your right to vote restored.
- Box D.** Your date of birth.
- Box E.** Your valid Florida Driver's License number or Florida Identification Card number. If not able to provide either of those, you must provide the last four digits of your Social Security number.
- Box F.** Your name.
- Box G.** Your legal residential address.
- Box H.** Your signature affirming the oath that under penalty of law the information contained in the registration application is true (**power of attorney is not accepted**).
- NOTE:** An application which fails to designate a political party will be registered with no party affiliation

Third Party Voter Registration Organizations

What is a third party voter registration organization?

Any person, entity or organization that solicits or collects any voter registration application, except:

A person who seeks only to register to vote or collect a voter registration application from that person's spouse, child or parent

or

An employee or agent who registers or collects voter registration applications on behalf of the Division of Elections, Supervisor of Elections, Department of Highway Safety and Motor Vehicles, or an official voter registration agency.

If you intend to conduct this activity you must register first with Florida Division of Elections

You may visit the Florida Division of Elections Website for more information.

<http://election.dos.state.fl.us/voter-registration/third-party.shtml>

Section 4

THE THREE WAYS TO VOTE IN MIAMI-DADE COUNTY

Absentee Voting

An Absentee Ballot is a paper ballot marked and mailed in advance by a voter. It is imperative that when you vote by Absentee Ballot, you carefully follow the instructions included with your ballot and sign the outside of the envelope provided. Detailed instructions will be provided on the actual Absentee Ballot, as well as special instructions on the secrecy envelope enclosed in the Absentee Ballot package.

You may request an Absentee Ballot in person, by telephone, by mail or online by visiting our website. All Absentee Ballots must be mailed by the Elections Department no later than the four days before the election. All requests for a ballot by mail must be received six days before the election.

REQUESTS MUST INCLUDE:

- Name
- Date of birth
- Residential address
- Mailing address
- The election(s) for which a ballot is requested
- The requester's name and relationship to voter (if applicable)
- Voter's registration number (if available)
- Original signature (if the request is in writing)
- Ballots are mailed to voters' homes between 35-28 days before each election.

Absentee ballots must be returned as follows:

IN PERSON - A voter who received an absentee ballot by mail may return his or her own ballot to the Miami-Dade Elections Department at **2700 NW 87th Avenue, Miami, FL 33172** no later than 7:00 p.m. on Election Day.

BY MAIL - An absentee ballot may be returned by delivery through the United States Postal Service and must be received by 7:00 p.m. on Election Day.

BY VOTER'S DESIGNEE - *(Limited to two ballots per election, only one of which may be from a voter who is not the spouse, parent, child, grandparent or sibling of the designee).* An absentee ballot may be returned by the voter's designee at **2700 NW 87th Avenue, Miami, FL 33172** on the day prior to and the day of the election if the person designated by the voter is an immediate family member and only on the day of the election if the designee is not an immediate family member.

BY VOTER'S DESIGNEE

Picture identification of the designee must be presented along with a written statement from the voter containing the following information:

- Printed name of voter
- Voter's daytime phone number
- Voter's date of birth
- Voter's registration information number (optional)
- Name of person returning the absentee ballot
- If the voter is a member of the designee's immediate family, reason why the voter must have someone else return the absentee ballot
- If the voter is not a member of the designee's immediate family, the designee must also present a statement signed by a physician on that physician's stationery that, due to a medical emergency involving the voter or voter's dependent, the named voter is unable to vote at the polls and is unable to return an absentee ballot in person
- Signature of voter

Signature Updates

The Elections Department verifies a voter's signature by comparing it to the signature on file. Time and various circumstances may change the look of the signature, so it is recommended that voters update their signature often. To do so, simply complete a voter registration application which is available at the Elections Department office, driver's license offices, public libraries, government satellite offices, and state agencies that provide public assistance.

Deciding to Vote During Early Voting or at the Polls on Election Day

A voter who prefers to vote in person may bring a voted or un-voted absentee ballot to the voter's precinct on Election Day. The returned ballot will be marked "canceled" by the election board. A voter who desires to vote in person, but **does not** return the ballot to the precinct, may vote only under the following conditions:

- The election board confirms the voter's absentee ballot has not been received through Electronic poll Books
- If the election board cannot determine eligibility, the voter may vote a provisional ballot.

Do not return anyone else's ballot at the polls. Under State Law, this ballot will not be counted.

Absentee ballots must be returned in the certificate envelope that is included with the ballot. **The envelope must be signed on the outside.** The voter's signature on the certificate envelope must match the voter's signature on record with the Elections Department.

To request an absentee ballot, call 305-499-VOTE or visit www.miamidade.gov/elections

Identification Requirements

When voting at any voting location, whether at an early voting site or on Election Day, be sure to bring a current and valid identification that contains your name, photograph and signature. This identification is **required**. While it is not required that you bring your voter information card to the polling place on Election Day, it will expedite your check-in process.

You may also bring your sample ballot so you are prepared to make your choices in the privacy booth.

Acceptable forms of identification include:

- State of Florida Driver's License
- ID Card issued by the State of Florida
- U. S. Passport
- Debit/Credit Cards
- Military ID
- Student ID
- Retirement Center ID
- Public Assistance ID
- Neighborhood Association ID
- If you do not have a valid and current identification, you may be asked to vote using a [provisional ballot](#).

Early Voting

Early voting begins 14 days prior to every countywide election. Any registered voter may vote during the scheduled early voting period at any one of the 20 designated early voting sites in Miami-Dade County. Voters will be asked to show a current and valid photo and signature identification.

Early Voting Sites:

- Aventura Government Center
- City of Miami-City Hall
- Coral Gables Library
- Coral Reef Library
- Elections Department-Main Office
- Homestead Community Center
- John F. Kennedy Library
- Kendall Branch Library
- Lemon City Library
- Miami Beach City Hall
- Miami Lakes Community Center
- Model City Library (Caleb Center)
- North Dade Regional Library
- North Miami Public Library
- North Shore Branch Library
- South Dade Regional Library
- Stephen P. Cark Gov't Center
- West Dade Regional Library
- West Flagler Branch Library
- West Kendall Regional Library

Early voting hours of operation can also be found by contacting **3-1-1** or 305-499-VOTE www.iamelectionready.org

By voting early, voters can choose a site that is closer to their home or place of work. At early voting sites, voters have the benefits of easy, automated check-ins and custom printed ballots onsite.

Voting on Election Day

State law requires that voters who choose to wait until Election Day must go to their assigned polling place. It is important that you notify the Elections Department if you have moved, so you may be directed to the correct polling place. You may update your address by e-mail, telephone, fax, or by submitting an updated Voter's Registration Application Form.

All polling places are open from 7:00 a.m. until 7:00 p.m. on Election Day.

You can locate your assigned polling place by checking your voter information card, calling 305-499-VOTE, or by going to the Elections Department's website at www.iamelectionready.org. You will also be able to find the name, address and photograph of your polling place.

Provisional Voting

Per Florida Statute 101.048, a voter claiming to be properly registered in the state and eligible to vote at the precinct in the election but whose eligibility cannot be determined, shall be entitled to vote a provisional ballot.

A voter is entitled to vote a Provisional Ballot if:

- Voter's name does not appear on the register and voter's eligibility cannot be verified.
- Voter refutes the supervisor's office confirmation that he or she is not registered and/or eligible.
- There is an indication on the precinct register that the voter has returned the absentee ballot or has voted in the office or at an early voting site, but the voter maintains that he or she has not voted, even after a call to the Elections Department.
- Voter did not provide picture/signature identification.
- There is an indication that the voter has been challenged in this election.
- Voter is challenged at the precinct.
- Voter's signature does not match signature on record and affidavit refused.

- Indication that voter's FL Drivers License number, FL Identification Card number or Social Security Number is not yet verified by the Department of State in conjunction with the Department of Highway Safety and Motor Vehicles.
- If the voter has not changed their address prior to Election Day and has moved from another Florida county and is not an active military member or family member, the voter shall be allowed to vote a Provisional Ballot.

Once voted, the provisional ballot shall be placed in a secrecy envelope and sealed in a provisional ballot envelope for return to the Supervisor of Elections. A person casting a provisional ballot has the right to present written evidence supporting his or her eligibility to vote to the Supervisor of Elections by 5:00 p.m. on the second day following the election. If it is determined that the person was registered and entitled to vote at the precinct where the person cast a vote in the election, the Canvassing Board shall compare the signature on the Provisional Ballot Voter's Certificate and Affirmation with the signature on the voter's registration and if it matches, shall count the ballot. If it is determined that the person voting the provisional ballot was not registered or entitled to vote at the precinct where the person cast a vote in the election, the provisional ballot shall not be counted and the ballot shall remain in the envelope containing the Provisional Ballot Voter's Certificate and Affirmation. Voters may check the status of their provisional ballot on the Elections Department website at:

<http://www.miamidade.gov/elections/provisional-tracker.asp>

SUPERVISED VOTING AT ASSISTED LIVING FACILITIES (ALF)

Supervised voting for ALF residents, through the support of the Florida Assisted Living Association is available to ensure that every resident at an ALF is able to cast his or her vote in a safe and convenient environment, free from fear, intimidation or exploitation. The law requires that the ALF submit their request in writing to the Elections Department no later than 21 days prior to an election. Please specify in the request the name of the ALF and the names of the voters who wish to participate. The request must contain the names of five (5) or more voters for our office to provide supervised voting.

Sample Ballots

The Sample Ballot shows voters what they will be voting on for a particular election. The Sample Ballot includes voting instructions, early voting locations, and important reminders.

Sample Ballots are available prior to the start of Early Voting. For more information, go to:

<http://www.miamidade.gov/elections/voter-information.asp>

Voter Information Card

The Elections Department will mail a new voter information card any time there is a change in the voter's polling place or registration information, such as party affiliation or change of address.

To the right is a sample Voter Information Card. A sample Voter Information Card can also be found at <http://www.miamidade.gov/elections/voter-registration.asp#3>

A-Voter's current address

B-Voter's registration number

C-The address of the voter's precinct

D-The precinct number where voter is registered to vote

E-Voter's date of birth

F-Voter's Party affiliation

G-Congressional, State and local representatives voter is eligible to vote for

H-The municipality voter is eligible to vote in

MIAMI-DADE COUNTY

Voter Information Card
Miami-Dade County, FL
Tarjeta de información del elector
Condado de Miami-Dade, FL
Kat Enfòmasyon Votè
Konte Miami-Dade, FL

ISSUED
EMITIDA
ENPRIME

A → John Doe
2700 NW 87 AVE
DORAL FL 33172

Bring photo identification when voting.
Para votar, presente una identificación con fotografía.
Tranpri pote yon pyès idantifikasyon ki gen foto w sou li lè w'ap vin vote.

Registration No.
Núm. de inscripción
Nim. Enskripsyon
123456789 ← **B**

Voting Location | Ubicación de la votación | Lokal Biwo Vòt
Fire Fighter Memorial Bridge
8000 NW 21 St ← **C**

Precinct No.
Núm. del recinto
Nim. Biwo Vòt
401 ← **D**

Identification Data
Datos de identificación
Enfo. Idantifikasyon
1/31/1970 ← **E**

Registration Date
Fecha de inscripción
Dat Enskripsyon
11/6/2007 ← **E**

Party Affiliation | Afiliación partidista | Pati Politik
NO PARTY AFFILIATION ← **F**

Lester Sola
Supervisor of Elections | Supervisor de Elecciones | Sipèvizò Eleksyon

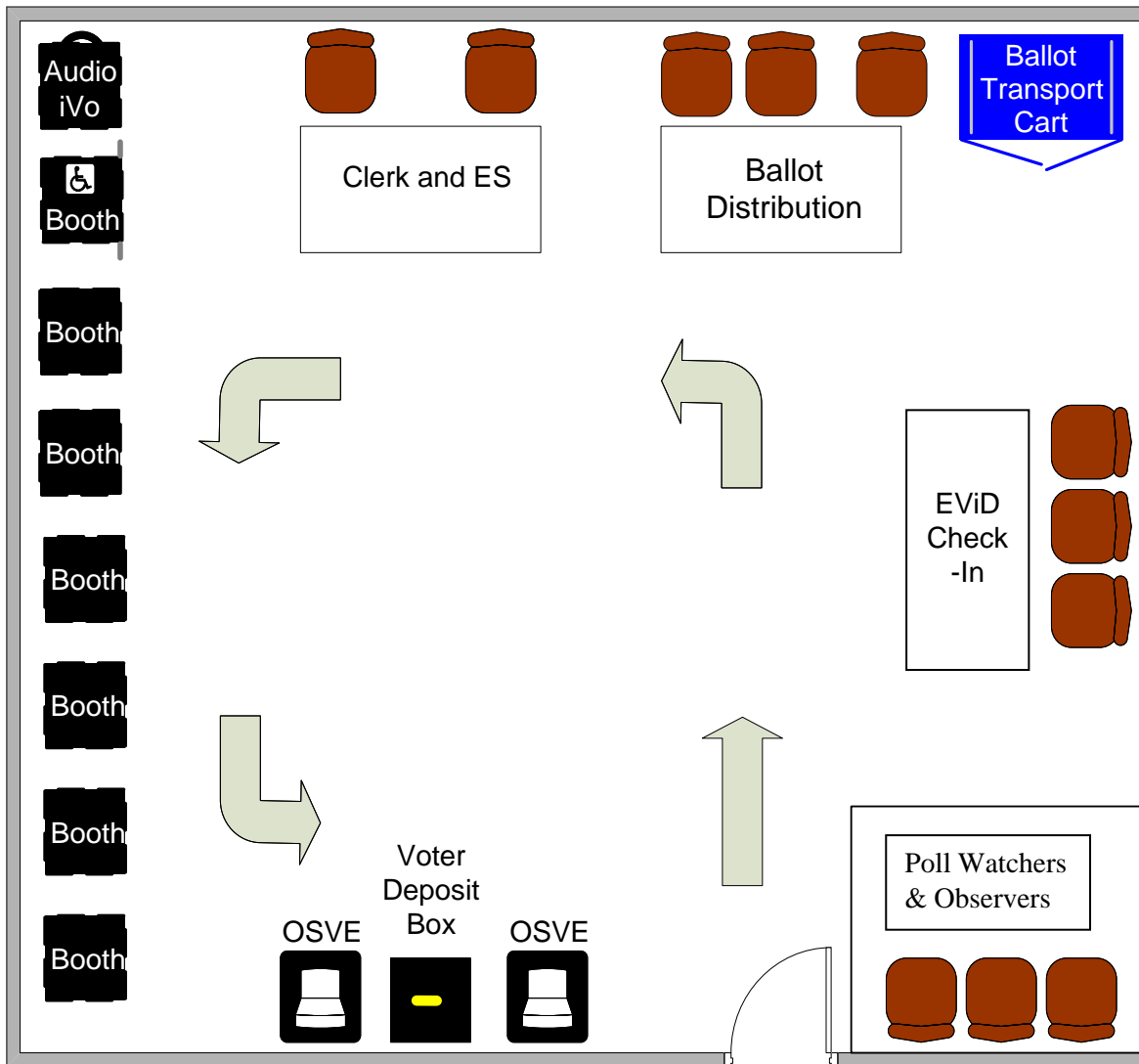
You are eligible to vote for the representatives from the districts listed below.
Ud. puede votar por los representantes de los distritos enumerados abajo.
W elijib pou w vote pou reprezantan ki nan distri ki ekri anba la yo.

G →

Congress Congreso Kongrè	State Senate Senado Estatal Sena Eta a	State House Cámara Estatal Lacham Eta a
21	40	112
County Commission Comisión del Condado Komisyon Konte	School Board Junta Escolar Asamble Edikasyon	Community Council Consejo Comunitario Konsèy Kominotè
12	5	0

Municipal | Municipal | Minisipalite
DORAL ← **H**

Sample Voting Location Layout



Station①: Check-In – Voters will be asked to present a photo and signature ID. After verification, voters will receive a Voting Pass and will be directed to Station 2.

Station②: Ballot Table – Voters will be provided a paper ballot. Voters must sign the Voting Pass to acknowledge receipt of the ballot and then will receive a privacy folder along with a pen for marking the ballot.

Station③: Privacy Booths – With the ink pen provided, voters will make their selections on both sides of the ballot page(s) in a booth that provides privacy for the voter.

Station④: Optical Scan Voting Equipment – Voters will hand the Voting Pass to the poll worker and insert all of the ballot page(s), one page at a time into the optical scanner in order to cast their ballot.

If a mistake is made, the voter may receive a new ballot page at the Ballot Replacement area.

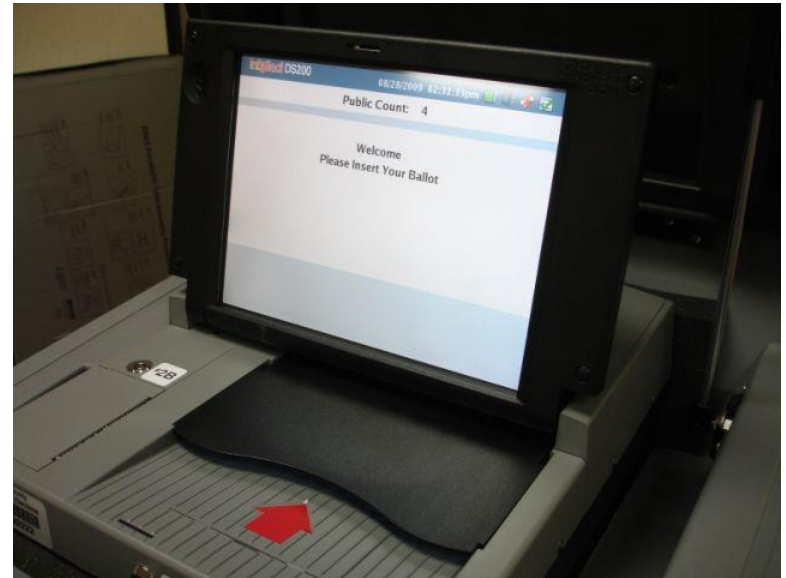
Equipment Used at Early Voting and on Election Day

Electronic Poll Book

- The **EViD** is an online, real-time voter check-in system
- It **replaces** the paper precinct registers
- The poll worker will **swipe** a voter's ***Florida Driver's License*** or a voter's ***Florida Identification (ID) Card*** to quickly locate the voter's information
- The voter signs the **Electronic Signature Pad**, and the voter's record is immediately updated
- **To learn more about the EViD system, view the video at**
- <http://www.miamidade.gov/elections/voting-system.asp>
- The voter will then proceed to the ballot distribution table



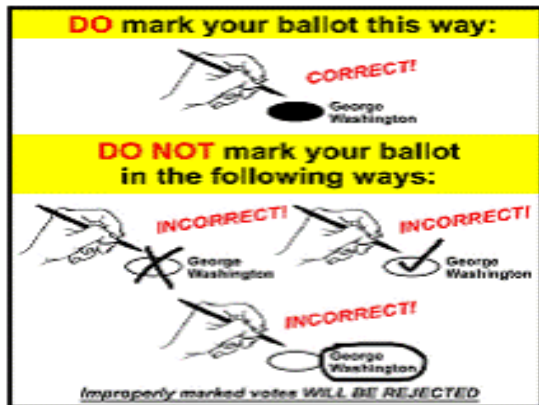
Optical Scan Voting Equipment



Voters will make their selections on a paper ballot by filling in ovals with a black pen. It is important to take your time, and make sure you have reviewed the entire ballot (front and back) to make sure you have accounted for all available races and questions. Some ballots may have multiple pages.

Once you have completed marking your ballot, you will proceed to the Optical Scan Voting Equipment, and will insert your ballot into the tabulator, which will then scan and record your votes. The ballot may be inserted in any direction. The scanned paper ballot will drop into a secured ballot box located beneath the scanner.

How to Mark Your Ballot



Step 1

Receive your ballot(s) and privacy folder. Proceed to Privacy Booth.

Step 2

Make your selection(s) for a particular contest by completely filling in the oval on the ballot with the black pen provided.

WRITE-IN CANDIDATES (if needed): Fill in the oval next to the words "Write-in" and write the candidate's name on the line.

Step 3

Make sure you read your ballot carefully and understand how many candidates to vote for in each contest.

Step 4

Review and check both sides of your ballot for accuracy. If you make a mistake, please return your ballot page(s) to the poll worker and request new ballot page(s).

Step 5

After completing your ballot, proceed to the optical scan voting machine and insert your ballot.

Step 6

Check the screen to see whether there are any issues with the ballot, such as overvoting or blank ballots. Press RETURN to get the ballot back. Press ACCEPT to submit ballot.

Section 5

BECOMING A POLL WORKER

If you have been to the polls on Election Day, you have seen your neighbors working and may have wondered how you can become a Poll Worker.

There are more than 8,000 Poll Workers in Miami-Dade County trained by the Supervisor of Elections to ensure fair and accurate elections. A Poll Worker must be a registered voter, at least 18 years old, must be able to read, write and speak English. Bilingual poll workers are welcome.

You will be required to attend poll worker training class prior to each election. You will be compensated for every training class you attend as well as Election Duties. For more information and compensation call 305-499-8448 or go to

<http://www.miamidade.gov/elections/pollworker.asp>

Poll Worker Positions

- **The Clerk** - in charge of all operations at the precinct, and has added responsibilities prior to Election Day, such as contacting all the Poll Workers in that precinct, setting up the precinct the day before Election Day and inspecting the polling place.
- **The Assistant Clerk** - assists with the Clerk's duties, setting up the precinct the day before Election Day and may act as the Clerk if required.
- **The Inspector** - processes the checking in of voters, gives voting demonstrations, issues the ballot, and ensures that the voter properly casts a ballot.
- **The Poll Deputy** - maintains order outside the voting area, must be alert to identify and offer assistance to any voter with special needs.
- **The Elections Specialist** - is responsible for: opening voting equipment, verifying voter eligibility during Election Day, closing all voting machines and printing Results Tapes.
- **Administrative Trouble Shooter (ATS)** - the rover for several precincts in an area, knowledgeable on iVotronic and DS200 voting equipment, as well as policy and procedure, completes evaluations of each precinct and verifies Election's floor plans are adhered to.

The Poll Worker Application may be obtained on line at:

<http://www.miamidade.gov/elections/library/forms/pollworker-application.pdf>

POLL WORKER APPLICATION

NAME _____		
DATE OF BIRTH _____	VOTER REGISTRATION NUMBER _____	
STREET ADDRESS _____		APT. # _____
CITY _____	STATE _____	ZIP CODE _____
HOME PHONE NUMBER _____		WORK PHONE NUMBER _____
CELLULAR PHONE NUMBER _____		EMAIL ADDRESS _____

☐ Y ☐ N DO YOU HAVE ANY COMPUTER EXPERIENCE?
IF YES SPECIFY _____

☐ Y ☐ N DO YOU SPEAK ANY OTHER LANGUAGES FLUENTLY?
IF YES SPECIFY _____

☐ Y ☐ N DO YOU HAVE TRANSPORTATION?

☐ Y ☐ N ARE YOU A MIAMI-DADE COUNTY EMPLOYEE?
NAME THE DEPARTMENT _____

☐ Y ☐ N WOULD YOU ACCEPT ASSIGNMENT TO A PRECINCT
OTHER THAN YOUR OWN?

☐ By checking this box, I CERTIFY THAT:
I am now registered as a voter in Miami-Dade County;
I can read and write the English language; and
My answers are correct, to the best of my knowledge and belief.

Poll Worker Application Completed On: _____

How did you hear about this Poll Worker Opportunity? ☐ Elections Outreach Event ☐ Friend or Family ☐ School ☐ Online/Website ☐ Other _____

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POLL WORKER FAQ

- **What type of training is required to be a Poll Worker?**

All Poll Workers are required to be trained prior to each election. The training is usually held a month prior to Election Day. Any Poll Worker not trained before an election is not eligible to work.

- **If I have previously worked at the polls, do I need to reapply for each election cycle?**

Once you have worked at the polls on Election Day, your record will remain active and you do not have to apply again. You will be contacted by the Poll Worker Section if your services are required. If you want to determine whether you are still on the active Poll Worker file, call our office at 305-499-VOTE.

- **How will I know where I will work?**

We try to schedule all Poll Workers to work in their home precinct if possible. If your home precinct is full, you will be assigned to work in another nearby precinct.

- **If I do not work in my home precinct, how do I vote?**

- Poll Workers working outside of their home precinct should request an Absentee Ballot and return the voted Absentee Ballot to our office before Election Day or vote at an Early Voting Location.

Section 6

ADA ACCESSIBILITY

Voters with disabilities have the option to utilize Audio iVotronic equipment. Each precinct will have an Audio iVotronic machine equipped with a special keyboard and/or earphones through which voters are talked through the voting process. Voters will be informed of the candidates in each race and will be read the ballot questions and choices in English, Spanish or Creole. Each time a selection is made, that choice will be announced to the voter. The voter can either change the selection or move on to the next race or question.



All Election Day polling places and Early Voting locations are accessible for persons with a disability. Disabled voters may use the audio iVotronic, request to fill out a Declaration to Secure Assistance and may bring someone to assist them or request assistance from an Election Board member. A captioned video is available online. To schedule a demonstration of the ADA accessible equipment, call 305-499-VOTE.

Section 7
RESTORATION OF CIVIL RIGHTS

Applying for Restoration of Civil Rights (RCR),

When an application for any form of clemency is received in the Office of Executive Clemency, it is screened for eligibility regarding the required time frames for the various offenses and the accompanying required certified court documents are reviewed.

If applicant is found eligible, the application is forwarded to the investigative phase of the process in the Office of Clemency Investigations. Cases are then assigned to examiners in the field offices on a first-in, first-out basis.

If the Office of Executive Clemency determines that an application does not meet the requirements, the applicant is advised of the disqualifying issues and guidance provided as to the next step. After the investigation and the report is prepared, the eligible application is forwarded to the Clemency Board for a decision.

If granted, the applicant is mailed a certificate of Restoration of Civil Rights.

Under the Florida Constitution, a convicted felon cannot vote, serve on a jury, or hold public office until civil rights have been restored

If your voting rights have been restored, the applicant must reregister to vote. This is not an automatic process.

For more information on the eligibility criteria for each form of clemency (Rule 5.) read the "[Rules of Executive Clemency](#)."

https://fcor.state.fl.us/docs/clemency/clemency_rules.pdf

Contact the Office of Executive Clemency

Toll Free: 1-800-435-8286

Phone: (850) 488-2952

Fax: (850) 488-0695

Email: ClemencyWeb@fcor.state.fl.us

The Office of Executive Clemency
Florida Commission on Offender Review
4070 Esplanade Way
Tallahassee, FL 32399-2450

Section 8

VOTER FAQs

What if I have not received my Voter Information Card yet?

If you have registered to vote or made a change (such as address or party affiliation) to your registration, and have not received your new Voter Information Card, call 305-499-VOTE. **Please note, you do not need your Voter Information Card to vote, only a photo ID that contains a signature.**

Will my Absentee Ballot count?

Provided it is returned no later than 7:00 pm on Election Day, the Elections Department will verify a voter's signature by comparing it to the signature on file, if the signature matches the ballot will be accepted. This is why it is very important that you make sure your signature has been updated and that you do not forget to sign!

What if I'm not in the Electronic Poll Book?

An Elections Specialist stationed at the precinct will check to see if you are a registered voter by researching your information on Florida Voter Registration System at the polling place. If the poll worker tells you that you cannot vote, you have the right to know the reason and vote a provisional ballot.

If I register as a non partisan will I be able to vote in a partisan election?

Florida is a Closed Primary State. This means that only voters who are registered members of a political party may vote for their respective party's candidates in a primary election. However, if all candidates for an office have the same party affiliation and the winner will have

no opposition in the general election, all qualified voters, regardless of party affiliation, may vote in the primary election for that office. This is known as a "Universal Primary Contest.". Keep in mind there are nonpartisan races that are applicable to all registered voters, regardless of party affiliation. Know your party affiliation before you vote. View your sample ballot at

<http://www.miamidade.gov/elections/>

Section 9

ELECTION LAW VIOLATIONS

To report any irregularities or suspicious activity involving your Absentee Voting experience or other election law violations, please contact one of the below agencies to report your concerns:

Miami-Dade State Attorney's Office
305-547-0100

Miami-Dade Commission on Ethics and Public Trust
786-314-9560

Section 10

ELECTION CALENDAR

To view the registration deadlines, candidate qualifying dates for scheduled elections, and the election dates visit us online at:

<http://www.miamidade.gov/elections/calendars.asp>

Section 11

IMPORTANT REMINDERS

- Familiarize yourself with the candidates and issues by reviewing your sample ballot in advance of voting. Go to www.iamelectionready.org
- Make sure the Elections Department has your updated signature and address on file.
- All polling places are open from 7 a.m. until 7 p.m. on Election Day. You must go to your assigned Polling Place on Election Day.
- When voting at any voting location, whether at an early voting site or on Election Day, be sure to bring a current and valid identification that contains your name, photograph and signature.
- Make sure your completed ballot is correct before leaving the voting booth. If you made a mistake or need assistance, ask a Poll Worker.